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31 January 1997

STANDARD OPERATING PROCEDURE D65-01-03

From: D65

To: D65 Division

Subj: DIVISION PERSONNEL APPOINTMENTS

1. Purpose. To establish required “coordinator” positions and identify position responsibilities for key activities within the Division.

2. Scope and Application. The positions identified in this procedure are to serve as points of contact for all plans and/or issues relative to that function.

3. Policy. This procedure establishes the following “coordinator” positions in the Division. Personnel assigned to these positions are fully responsible for providing required support commensurate with the position to Division personnel.

- a. Training Coordinator
- b. Parking Coordinator
- c. Conference Room
- d. Vehicle Reservations Coordinator
- e. Facilities Coordinator
- f. Hazardous Materials Coordinator
- g. BRAC/“Vision 21” Coordinator
- h. Test Equipment Coordinator

4. Position Descriptions. A brief description of coordinator position responsibilities are shown below:

a. Training Coordinator - Primary point of contact and responsible to the Division Head for all Division training; coordinates and schedules all training requests and requirements with NRaD Training, Code N123; ensures that adequate budget exists for training requested.

b. Parking Coordinator - Primary point of contact and responsible to the Division Head for development and implementation of Division parking plan within the Taylor Street compound; coordinates parking requirements for VIPs and visitors to Taylor Street.

c. Conference Room Coordinator - Primary point of contact and responsible to the Division Head for coordination of all reservation requirements for Division Conference Rooms.

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d. Vehicle Reservations - Primary point of contact and responsible to the Division Head for coordination of all reservation requirements for Division leased vehicles.

e. Facilities Coordinator - Primary point of contact and responsible to the Division Head for development and implementation of all Taylor Street facilities/space utilization plans; ensures maximum utilization of available office and production space as well as assigned equipment (i.e. computers, test equipment, furniture etc.).

f. Hazardous Materials Coordinator - Primary point of contact and responsible to the Division Head for identification, dispositioning, handling and disposal of all Division hazardous waste and materials; represents the Division at any and all command Hazardous Materials Review boards or committees; serves as Division interface with city, state and other government regulatory agencies.

g. BRAC/"Vision 21" Coordinator - Primary point of contact and responsible to the Division Head for development and implementation of all facilities plans related to BRAC; responsible for identification of all Division requirements and integration into BRAC plans (i.e. Division relocation to OTC Building 1); represents the Division on all command BRAC-related boards and committees.

h. Test Equipment Coordinator - Primary point of contact and responsible to the Code D654 Branch Head and Division Head for the coordination and repair/overhaul of all test equipment assigned to the Division to ensure timely repairs/overhauls and other corrective actions required to support the Division program taskings.

5. Position Assignments. The Division Head will appoint personnel to the "coordinator" positions. The following personnel are currently assigned to "coordinator" positions.

- a. Training Coordinator - Donna Koltz/Liz Caudell (alternate)
- b. Parking Coordinator - Vandy Lehman
- c. Conference Room - Liz Caudell
- d. Vehicle Reservations Coordinator - Liz Caudell
- e. Facilities Coordinator - Don Herzog
- f. Hazardous Materials Coordinator - Clark Warren
- g. BRAC Coordinator - Dan Solan
- h. Test Equipment Coordinator - Gary Knapp

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